

PC and Mac Conversions

PC	Mac
Programs	Applications (also found on the hard drive)
Start Button	Blue Apple, Finder or Hard Drive
Control Panel/Settings	Blue Apple-System Preferences, also Go-Utilities
Right Click	Hold the Control key, click
Keyboard Short Cuts Control Key	Apple Key (works for most keyboard shortcuts ex: apple key+c will copy, apple +v will paste)
Screen Shot: Print Screen key, then paste immediately into document	Apple/Command key + Shift + 4 (will let you click and drag to select area), picture will be saved on desktop
Setting your Internet Home Page: Open internet/Tools/Internet Options/General tab	Firefox (name of browser next to blue apple)-Preferences
CD Eject/Open: Button on CD drive	Button on keyboard, or drag CD icon on desktop to trash can (trash will turn into an eject symbol)
Quit Programs: File-Exit	Click name of program (ex: Word) next to blue apple, then click Quit
Close Windows/Screens: File-Close or red X on top right of screen	Red dot on top left of screen (Mac programs will remain open after you close the screen/window using the red dot. You must quit the program to actually exit/close/quit out of it)
Program Navigation: Desktop Shortcuts for Programs	Doc (bar at bottom or side of desktop)
Recycle Bin	Trash
My Computer Icon	Hard Drive
Volume: Bottom Right	Top right, also on keyboards
Wireless Internet Shortcut: bottom right corner Or, Start/Network and Internet Connections	Shortcut: Top right corner Or, Blue Apple/System Preferences/Network/Show: Airport